



XML/EDI Data Request Workflow User's Guide

This user guide provides instructions for postsecondary institutions to request to receive transcripts for free in either XML or EDI formats. This guide contains two sections:

- 1) for current PDF format receivers wishing to change to one of these formats
- 2) for non-receivers wishing to become receivers in one of these formats

For questions on the steps below, please contact Parchment at <http://www.docufide.com/contact-us/>.

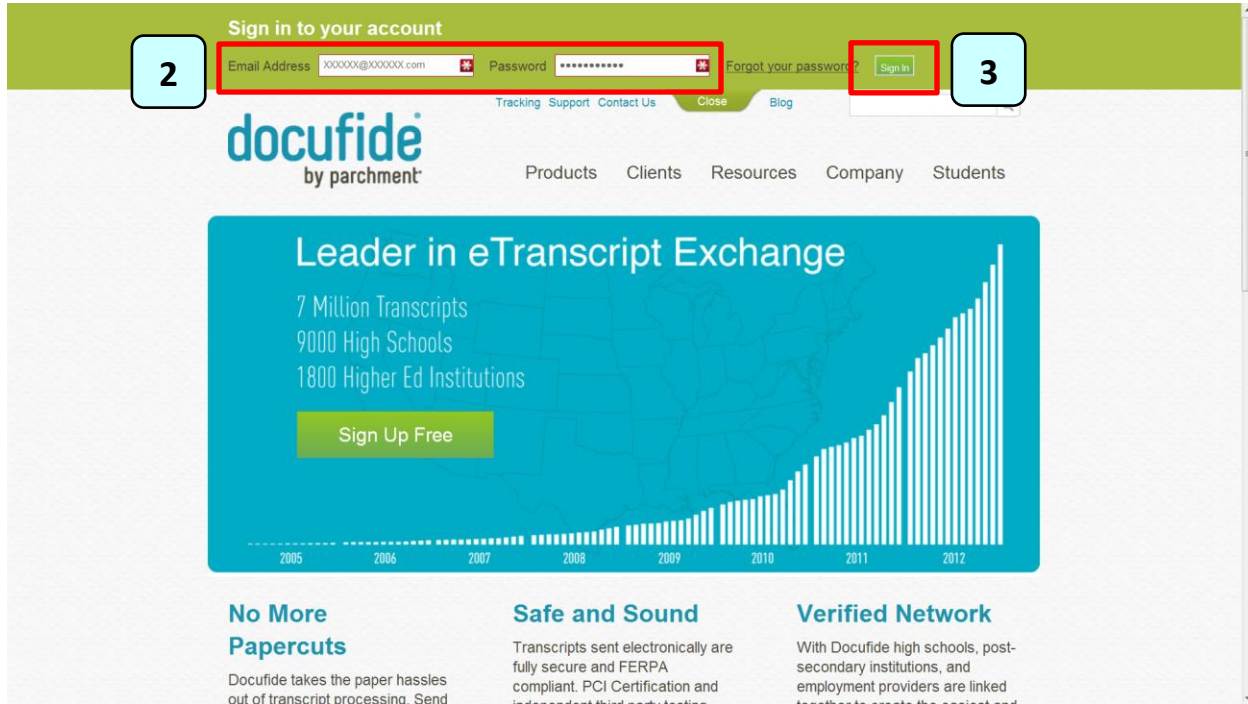
If your institution is currently a PDF receiver:

1. Go to www.docufide.com and click on the **Sign In** button.

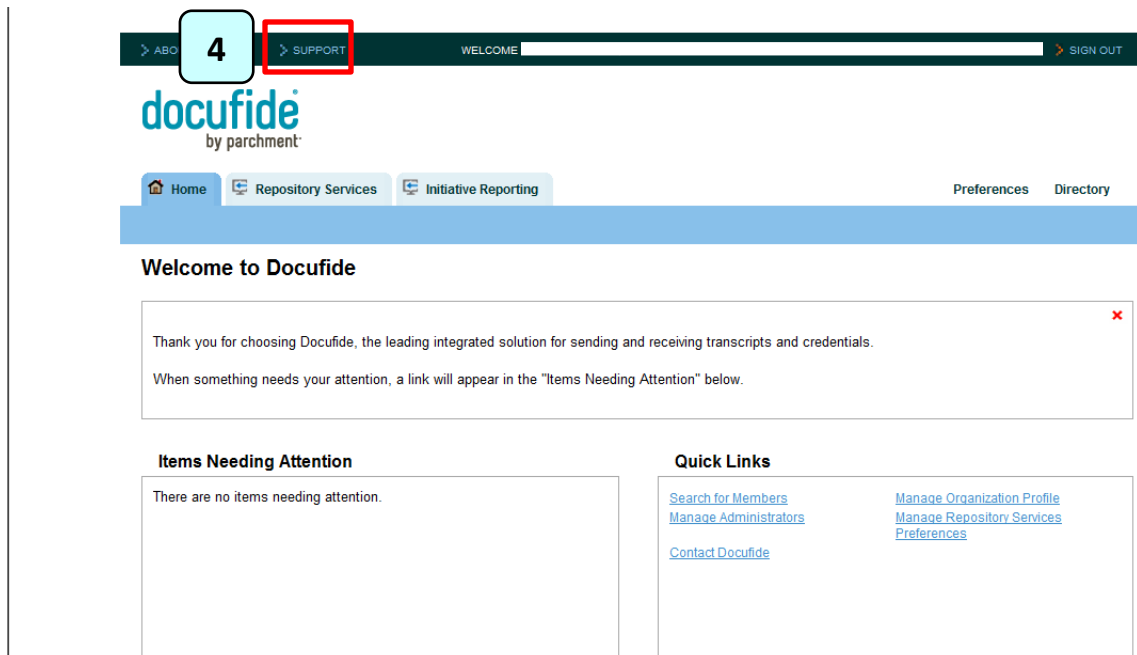
The screenshot shows the Docufide website homepage. At the top, there is a navigation bar with links for Tracking, Support, a 'Sign In' button (highlighted with a red box and a blue circle with the number 1), and a Blog link. Below the navigation bar is a large blue banner with the text 'Leader in eTranscript Exchange' and statistics: 7 Million Transcripts, 9000 High Schools, and 1800 Higher Ed Institutions. A 'Sign Up Free' button is also present. Below the banner is a bar chart showing growth from 2005 to 2012. The footer contains three columns: 'No More Papercuts', 'Safe and Sound', and 'Verified Network'.

Feature	Description
No More Papercuts	Docufide takes the paper hassles out of transcript processing. Send to any institution worldwide electronically and say goodbye to slow processes and band-aids.
Safe and Sound	Transcripts sent electronically are fully secure and FERPA compliant. PCI Certification and independent third party testing ensure security is never in
Verified Network	With Docufide high schools, post-secondary institutions, and employment providers are linked together to create the easiest and most secure network to exchange

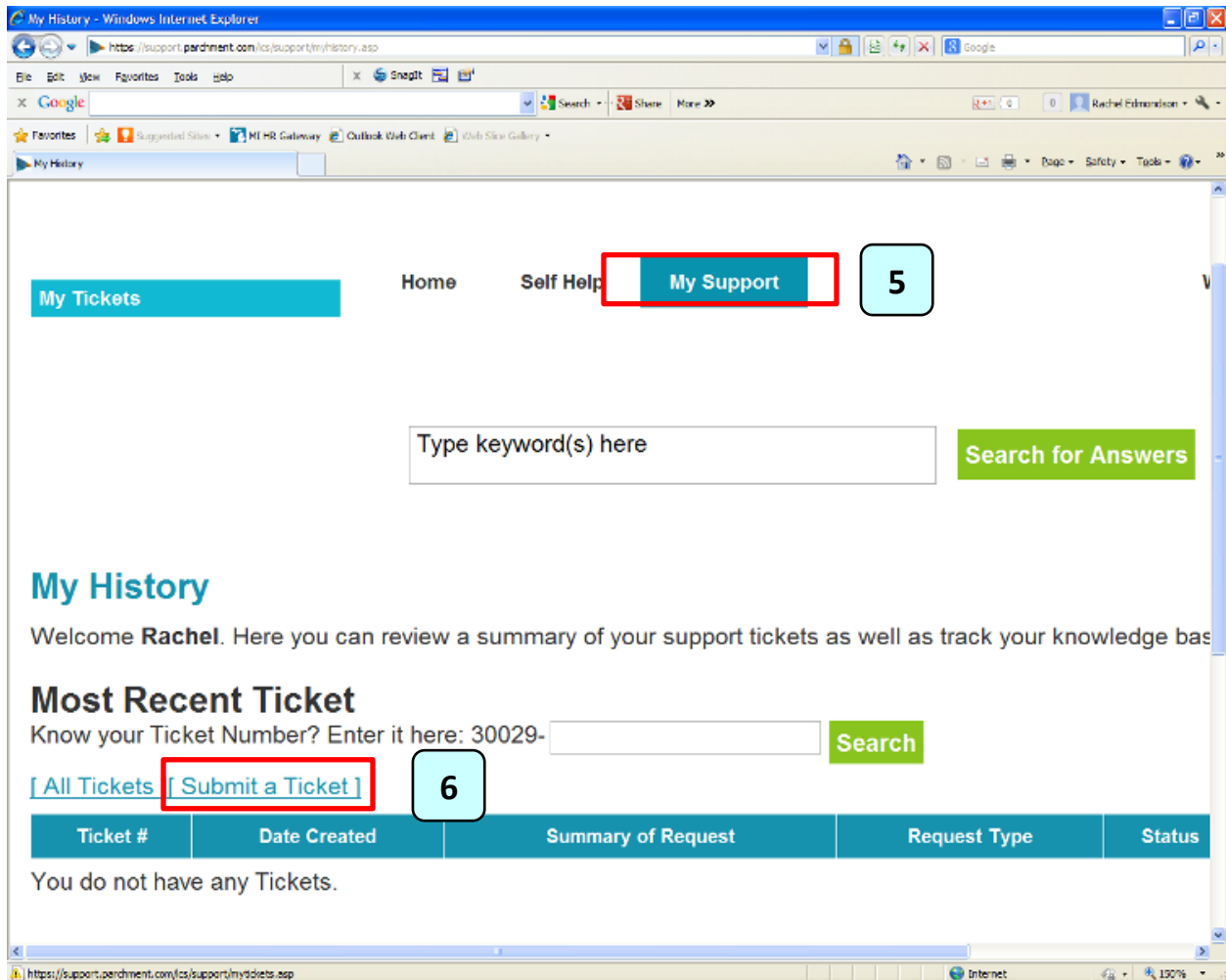
2. Log into your account using your email address and password.
3. Click on the **Sign In** button.



4. Click on the **Support** link in the upper left hand corner of the page.



5. Click on the **My Support** button.
6. Click on the **Submit a Ticket** link below the **Most Recent Ticket** header.



7. Select "Administrator" in the **What is Your Current Status** dropdown box.
8. In the **Summary of Request** text box, type in that you are requesting information regarding the receipt of XML/EDI data through the Michigan E-Transcript Initiative state partnership. Please be as specific as possible.
9. Select "Docufide Receiver" in the **What Product Are You Inquiring About** dropdown box. Next, select the appropriate dropdowns for your download method and request type.
10. Click on the **Submit** button.

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The screenshot displays the 'Submit a Ticket' page on the Parchment Docufile Avow portal. The page includes a search bar at the top, a 'Submit a Ticket' heading, and a form with several sections. Numbered callouts highlight specific fields: 7 points to the 'What Is Your Current Status?' dropdown (set to 'Administrator'); 8 points to the 'Summary of Request' text area; 9 points to the 'What Product Are You Inquiring About?' dropdown (set to 'Docufile Receiver'); 10 points to the 'Submit' button at the bottom of the form. Other visible fields include 'First Name', 'Last Name', 'Email Address', 'What Is Your Download Method?' (set to 'Web Download'), 'Administrator Request Type' (set to 'Receiving / Downloading'), and 'Administrator Request Type Detail' (set to 'Other'). The 'Options' section includes an 'Attach a file' link, an 'Email Notification' checkbox (checked), and a 'CC List' text area.

parchment
credentials unleashed

docufile avow
by parchment by parchment

Home Self Help My Support Welcome Melissa [Sign out](#)

Type keyword(s) here [Search for Answers](#)

Submit a Ticket

For help with your inquiry, please complete our support request form below.

Contact Info

* First Name:

* Last Name:

* Email Address:

Ticket Description

7 * What Is Your Current Status?:
Administrator

* Summary of Request(maximum 64,000 characters): 8

9 * What Product Are You Inquiring About?:
Docufile Receiver

* What Is Your Download Method?:
Web Download

* Administrator Request Type:
Receiving / Downloading

* Administrator Request Type Detail:
Other

Options

[Attach a file](#)

Email Notification:
☒

CC List:

10 [Submit](#)

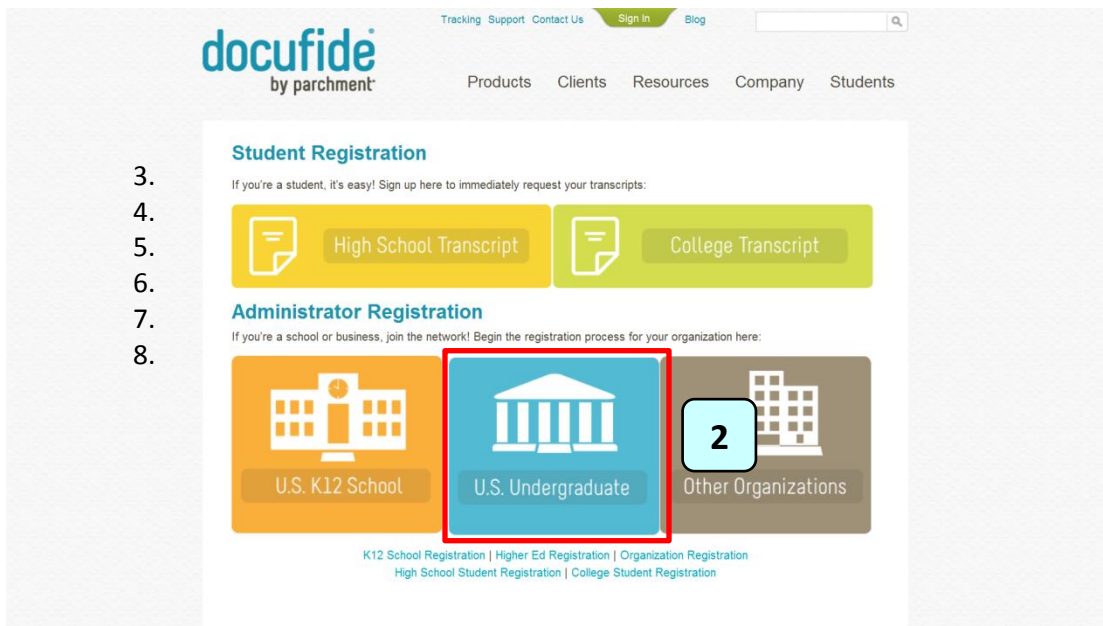
A Parchment Account Executive will contact you to discuss XML/EDI data solution options. Next, Parchment's Professional Services team will contact you to assist with setup.

If your institution is not currently a receiver:

1. Go to www.docufide.com and click on the **Sign up Free** registration button.



2. Click on the **U.S. Undergraduate** button.



3. Provide your contact information in the text fields.
4. Click on the **Submit** button.

The screenshot shows the Docufile by Parchment website. The header includes links for Tracking, Support, Contact Us, Sign In, and Blog. The main navigation bar lists Products, Clients, Resources, Company, and Students. The page title is "Higher Ed Registration". Below this, there is a section for "Higher Ed Institution Sign Up" with a link for students. The form fields are: First Name, Last Name, Work Email, Phone Number, Role or Department (dropdown), Institution Name, Specific Interest (dropdown), and Country (dropdown). A checkbox for "I agree to Parchment Terms" is at the bottom. A "Submit" button is at the bottom right. A video player on the left shows Chris Foley, Director of Admissions at IUPUI. A red box highlights the form fields, and a blue box highlights the Submit button.

Chris Foley, Director of Admissions at IUPUI discusses how Parchment services have helped his school manage the high volume of incoming transcripts.

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